

General Relief (GR) Program Guide (PG) Letter 51

February 20, 2009

Subject	CLARIFICATION TO THE INSTRUCTIONS FOR THE COMPLETION OF THE COUNTY MEDICAL SERVICES (CMS) GRANT OF LIEN FORM
Effective Date	Upon receipt.
References	County Policy.
Purpose	The purpose of this Letter is to provide staff with clarifications to the instructions for the completion of the CMS Grant of Lien form.
Background	All CMS applicants are required to sign a CMS Grant of Lien naming the County of San Diego as grantee to secure any and all real property of the applicant as security for repayment of the cost of claims paid by CMS on the beneficiary's behalf as a condition of eligibility. This includes GR applicants who are not already receiving Medi-Cal. The Grant of Lien requires that the applicant's/beneficiary's signature be witnessed by a Deputy County Clerk, or a Notary Public. GR workers are to verify the completion of the Grant of Lien forms before sending the original to central file (O-557A). These forms will be recorded when the beneficiary is no longer active on CMS, and CMS has paid claims of \$5,000 or more on the beneficiary's behalf.
Changes	<p>A sample CMS Grant of Lien has item numbers in each space that requires an entry. These numbers correspond to each step in the instructions. The numbers will guide the worker to the corresponding step which will give the instruction for that item on the CMS Grant of Lien form.</p> <p>Note: Do not punch holes in the Grant of Lien forms as this will prevent them from being recorded.</p>
Forms Impact	There is no impact to forms with the changes in this letter.
Automation	None.

Impact

Quality Assurance Impact

Effective with the April 2009 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

Summary of Changes

The table below shows the changes to the GRPG.

Section	Changes
<u>90-250.7</u>	Updated instructions for CMS Grant of Lien.
<u>90-250, Appendix H</u>	Appendix Added to provide a sample CMS Grant of Lien.

Manager Approval

ORIGINAL SIGNED BY

Jaye Yoshonis, Assistant Deputy Director
Self-Sufficiency Programs
Strategic Planning and Operational Support

DH